

## RECORD RETENTION SCHEDULE DIOCESE OF MADISON

Below is the recommended length of retention of records in schools and parishes:

### PERSONNEL / EMPLOYMENT RECORDS

Type of Record	Length of Retention
Accident Report – Worker’s Compensation Claims	Indefinitely
Employee Benefit Plan Records	Seven Years
Employee Personnel Files	Indefinitely
Employment Applications	Two Years
Employment Information and wage/hour records of employees under 19 years of age.	Three Years
Form I-9 Employment Eligibility	Duration of employment PLUS 3 years
Payroll and Payroll Tax Records	Seven Years
Payroll Records	Three Years
Timesheets, Timecards	Two Years

### LEGAL / INSURANCE / TAX DOCUMENTS

Type of Record	Length of Retention
Accident Reports and Claims – Worker’s Compensation	Indefinitely
Charter and Certification of Incorporation	Indefinitely
Contracts and Leases (expired)	Seven Years
Contracts and Leases (still in effect)	Indefinitely
Correspondence of Legal, Tax and major matters	Indefinitely
Council Minutes, including By-laws	Indefinitely
Deeds, Mortgages and Bills of Sale	Indefinitely
Form I-9 Employment Eligibility	Duration of employment PLUS 3 years
Insurance Records	Indefinitely
Internal Audit Reports	Three Years
OSHS Form 300 & 301	Five Years
Property Appraisals and Records	Indefinitely
Records Relevant to legal matters	One Year

### FINANCIAL RECORDS AND DOCUMENTS

Type of Record	Length of Retention
Accounts Payable and Receivable Ledgers	Seven Years
Audit Reports of Accountants	Indefinitely
Bank Reconciliation	One Year
Bank Statements	Seven Years
Budgets	Three Years
Cancel checks for Major Payments and Capital Projects	Indefinitely
Canceled checks	Seven Years
Cash Receipts Records	Seven Years
Chart of Accounts	Indefinitely
Check Registers / Cash Books	Indefinitely

Contribution Envelopes	One Year
Correspondence with Customers or Vendors	One Year
Deeds, Mortgages and Bills of Sale	Indefinitely
Depreciation Schedules	Indefinitely
Duplicate Deposit Slips	One Year
End of Year Financial Statements and Trial Balances	Indefinitely
General and Private Ledgers	Indefinitely
Internal Audit Reports	Three Years
Internal Reports	Three Years
Invoices from Vendors	Seven Years
Invoices to Customers	Seven Years
Journals	Indefinitely
Notes Receivable Ledgers and Schedules	Seven Years
Payroll and Tax Records	Seven Years
Payroll Records	Three Years
Petty Cash Vouchers	Three Years
Purchase Orders	One Year
Subsidiary Ledgers	Seven Years
Voucher Register and Schedule	Seven Years
Vouchers for Payments to Vendors	Seven Years

## STUDENT RECORDS

Type of Record	Length of Retention
<b>Student Progress Records (kept in Cumulative file)</b> <ul style="list-style-type: none"> <li>▪ Attendance <ul style="list-style-type: none"> <li>○ Date of Initial Enrollment</li> <li>○ Date of Graduation or Withdrawal</li> <li>○ Days Present, Absent and Tardy</li> </ul> </li> <li>▪ Copy of Student Immunization Record</li> <li>▪ Grades <ul style="list-style-type: none"> <li>○ Report Cards</li> <li>○ Grade Level and Courses Completed</li> <li>○ GPA (if used)</li> </ul> </li> <li>▪ Academic Honors and/or Awards</li> <li>▪ Co-Curricular activities</li> </ul>	Records stay with the child / sent on to next school
<b>Student Transcripts</b> <ul style="list-style-type: none"> <li>○ Dates of Attendance</li> <li>○ Teacher Name</li> <li>○ Subjects Studied</li> <li>○ Grades</li> </ul>	Indefinitely / however copy of transcript moves with child and sent to institutes of higher learning
<b>Student Behavioral Records (not kept in Cumulative file)</b> <ul style="list-style-type: none"> <li>▪ Standardized Test Results* (ITBS &amp; STAR)</li> <li>▪ Psychological Tests</li> <li>▪ Statements Related to Student Behavior (detention, suspension, etc.)</li> <li>▪ Law Enforcement Records</li> </ul>	Keep one year after student is no longer enrolled – then Destroy

<p><b>Student Health Records (filed in Cumulative File)</b></p> <ul style="list-style-type: none"> <li>▪ Immunization Record</li> <li>▪ Student Health Card</li> <li>▪ Student Physical Card for Athletic Participation</li> <li>▪ Medications administered to the student</li> <li>▪ Results of Routine Screening (Vision, Hearing, Scoliosis), etc.</li> </ul>	<p>Filed in the Cumulative File along with ITBS Test Results and Student Progress Records / this file stays with the student and is forwarded to the next institution</p>
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\*Technically, ITBS results are categorized as behavioral records because they are a broad measure of the student’s ability, rather than a student’s progress through a specific curriculum (unlike STAR). However, as it relates to scholastic achievement, these results are also kept in the cumulative file. Likewise, since immunization is required for admission, a copy of the student immunization record should be kept in the cumulative file. All other behavior records and student health records should be kept in separate files. (Students would have a health record file ONLY if they have health records in addition to immunizations.)